



City of St. John's Corporate and Operational Policy

Policy: 03-07-45 Personal Protective Equipment Policy

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Index: 03 Human Resources

Section: 07 Health and Safety

Title: 45 Personal Protective Equipment Policy

Purpose

To ensure Employees use the appropriate Personal Protective Equipment (PPE) where required.

Policy Statement

- Employees are required to make use of all protective clothing designated and provided for his or her protection.
- All PPE shall be CSA approved, where applicable.

Responsibilities:

Managers shall:

- ensure their Supervisors and Employees are aware of and comply with the PPE Policy;
- identify areas where PPE is required to be worn.

Supervisors shall:

- ensure Employees comply with the PPE Policy;
- ensure Employees are aware of which PPE is required to be worn, when it is required to be worn and also in its correct use and limitations;
- take appropriate corrective actions where non-compliance is observed.

Employees shall:

- comply with the PPE Policy;
- return damaged or defective PPE to their Supervisor for immediate replacement;
- replace any PPE that is lost or stolen, at their own cost.

Personal Protective Equipment Guidelines:

- all PPE shall be maintained in a safe condition. Repair, maintenance and modification shall only be carried out in accordance with manufacturers' recommendations;
- Employees must report PPE defects immediately to their Supervisor;
- the list of required circumstances to wear the necessary PPE may not be all inclusive. If a Hazard is present then the required PPE must be worn;
- all PPE must be City issue;
- modification of PPE is not permitted;
- the personal wearing apparel of a worker shall be of a type and condition that will not expose him or her to unnecessary and avoidable Hazards;
- where there is a danger of contact with moving parts of machinery:
 - clothing shall fit closely to the body,
 - dangling neckwear, bracelets, watches, rings or like objects shall not be worn.

Clothing Protection:

- outdoor Employees shall wear a shirt and long pants at all times, with exceptions given to the Department of Recreation staff with approval by their Supervisor;
- Employees shall wear reflective vests when working around mobile equipment, on construction sites and while working within street right-of-ways. This includes the Municipal Depot yard and inside C-Block;
- Employees operating a chain saw shall wear a leg protective device with a label permanently affixed to the outer surface indicating the standard it meets;
- Employees who may be exposed to a flash fire or electrical equipment flashover shall wear flame resistant outerwear and use other protective equipment appropriate to the Hazard;
- Clothing worn beneath flame resistant outerwear and against the skin shall be made of flame resistant fabrics or natural fibers that do not melt when exposed to heat.

Eye Protection:

- eye protection shall be worn at all times within the boundaries of a construction site, in areas where construction type activities are being conducted, in areas where objects are thrown, blown or projected around either by wind or mechanical means and in all active work areas;
- eye protection is not required in office areas;
- eye protection is not required in mobile equipment if the windows and doors are closed.

Fall Protection:

- fall protection systems shall be used by all Employees if they are exposed to a hazard of falling from a work area that is:
 - o 3 meters or more above the nearest safe surface or water,
 - o Above a surface or thing that could cause injury to the Employee if the Employee were to fall on the surface or thing,
 - o Above an open pit, tank or vat containing a hazardous material;
- Employee's shall not enter a place where there is a danger of entrapment in loose material or of being overcome by another cause unless he or she is equipped with a safety harness attached to a lifeline. Also, another Employee must be on site and able to immediately effect a rescue;
- occupants of aerial basket or bucket trucks shall wear fall protection equipment secured to the boom.

Foot Protection:

- foot protection shall be worn when on construction sites;
- all Employees involved in maintenance, mechanical and outdoor operation (with the exception of outdoor Recreation staff) shall wear CSA approved safety boots. Boots must meet the following criteria: steel or polycarbonated toe; a substantial tread on the sole; a puncture proof sole; be a minimum 8 inches and secured by laces; made of leather, rubber or Gortex; have the green CSA triangle; and have the white rectangular label bearing the Omega (Ω) symbol;
- metatarsal guards shall be worn over boots when using jack hammers;
- ice creepers shall be worn when working in an icy environment.

Hand Protection:

- hand protection shall be worn when handling materials liable to puncture, abrade or irritate hands or arms except when the use of this equipment introduces greater Hazards.

Head Protection:

- head protection shall be worn in areas where Hazards exist from falling, flying or thrown objects or from other harmful contacts. Exceptions to this requirement are listed below;
- head protection is required to be worn when working around and in the vicinity of mobile equipment.

Hearing Protection:

- hearing protection shall be worn in high noise areas. Rule of thumb: If you cannot hear conversation from three (3) feet away, hearing protection is required.

Personal Flotation Device:

- personal flotation devices (PFD) shall be worn when working above or on water and during any other condition that may expose a person to the risk of drowning;
- PFD's shall not be dependent upon manual manipulation to produce the buoyant effect.

Respiratory Protection:

- CSA approved respiratory equipment shall be worn by all Employees working in environments where they may be exposed to harmful concentrations of air contaminants;
- Employees required to wear respiratory equipment shall be trained and fit-tested prior to use and re-tested annually;
- Employees shall be clean-shaven to ensure proper fit of the respirator.

Hardhat exemptions

The following areas and/or activities **shall not** require the wearing of **head protection** provided that the work activity being performed does not pose a potential for head injury to any individuals directly or indirectly involved in the activity or close proximity:

- painting fire hydrants;
- water tanker operation and delivery;
- Environmental Services dippers when cleaning catch basins;
- issuing notices and performing general investigations that are not part of an operation involving construction or service activity;
- cement finishing if no other construction activities are ongoing;
- shoveling hydrants if no heavy equipment is within 10m of the immediate vicinity - if more than one person is working at the same hydrant then a hard hat is required;
- shoveling catch basins if no heavy equipment is within 10m of the immediate vicinity -if more than one person is working at the same catch basin then a hard hat is required;
- lining and pumping of fire hydrants provided no other work ongoing in the area;
- placing delineator on damaged manhole - if more than one person is working in the same general area then a hard hat is required;
- Waste Management Division - household refuse collection only;
- ride on grass mower; provided other work activities are not taking place within 10m of the immediate vicinity;
- planting and tending to flower/shrub beds;
- inside mobile equipment;
- street painting and marking;
- indoor and outdoor recreational activities;
- garage related (mechanics, auto body repairmen, etc.) except in designated hard hat areas;
- depot stockroom except when handling overhead items;
- offices and related areas;

- Parking Enforcement Officers;
- Humane Services;
- fueling services;
- leak detection - using electronic equipment or geophones only;
- pipe tracing - using electronic equipment or hydrophones only;
- marking items with spray paint - i.e. placing an "X" on a manhole or valve.

Application

Responsibilities

All employees.

Definitions

References/Appendix

Monitoring and Contravention

Approvals

Finance and Administration Standing Committee report - October 28, 2009; Regular Meeting of Council - November 9, 2009.

Review Period

Available to Public

- ☒ Yes
- ☐ No